

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION


Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Hanoi	2. AGENCY HHS/CDC	3a. POSITION NO. CDC-A-26
------------------	----------------------	------------------------------

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☒ a. Reclassification of duties: This position replaces
 Position No. CDC A-11 , Medical Research Technologist (Title) FSN- (Series) 9 (Grade)
(Vulnerable Populations) 501
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Medical Research Scientist (Vulnerable Populations), FSN-501	10		07-23-07
b. Other				
c. Proposed by Initiating Office	Medical Research Scientist (Vulnerable Populations)	FSN 10		

6. POST TITLE POSITION (if different from official title)
Vulnerable Populations Program Coordinator

7. NAME OF EMPLOYEE

8. OFFICE/SECTION
HHS/CDC

a. First Subdivision
Vulnerable Populations Section

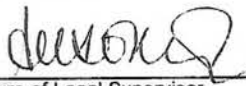
b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

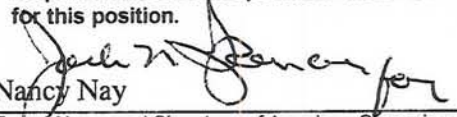
10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____

Nguyen Hong  07-17-07
 Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) _____

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Nancy Nay  07-17-07
 Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____

Donald Tilley Jr. 07-23-07
 Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

Under the supervision of Vulnerable Populations Section Chief, incumbent assumes a senior leadership role serving as the Vulnerable Populations Program Coordinator, organizing, implementing, coordinating and supervising CDC-supported program activities related to HIV/AIDS prevention among vulnerable populations, including intravenous drug users, commercial sex workers, etc. Incumbent represents CDC in meetings with the MOH and international experts, and provides implementation guidance and technical support to Vietnam MOH counterparts, Provincial AIDS Centers (PAC), and district health centers funded through US Government Cooperative Agreements to accomplish these functions. Incumbent acts as an integral part of the PEPFAR Prevention Technical Working Group to provide implementation and technical guidance to PEPFAR Vietnam and its partners.

Advises PEPFAR/CDC on appropriate technical implementation approaches and collaborates with other US Government colleagues within and with USAID, DOD, and major PEPFAR partners, on the design of implementation strategies based on the latest theory and research findings in the areas of HIV prevention and care. Plans, oversees and coordinates various peer education/community outreach programs targeting vulnerable populations. Assists in developing and conducting risk assessments and evaluation of peer education/community outreach activities as outlined in cooperative agreements with MOH, HCMC PAC and PACs. Develops protocols, work plans and reports to accomplish these functions. This work will include development, modification, and/or adaptation of appropriate HIV prevention strategies. Works closely with PEPFAR Vietnam, its partners, Vietnam MOH, other international and local NGO project coordinators and private industry to ensure that implementation, monitoring and evaluation, and reporting are carried out correctly and in a timely manner (40%)

Coordinates the development of new community outreach/peer education strategies and appropriate technical guidelines. Develops training materials/manuals, conducts training sessions on peer education/community outreach approaches for MOH and provincial partners, and/or oversees the delivery of training sessions by external contractors. Develops and implements plans for monitoring and evaluating the impact of peer education/community outreach activities on project goals. The incumbent assures implementation plans of MOH meet approved technical and contractual guidelines and assists in meeting reporting requirements under CDC's cooperative agreements. (30%)

Designs and updates instruments for routine program data collection. Monitors and evaluates the progress of peer education/community outreach activities through analyzing data collected in collaboration with the PEPFAR Strategic Information (SI) Section and MOH counterpart (10%)

Acts as Provincial "point person" for PEPFAR and partners in two to three focus provinces with regards to the implementation of all provincial program activities. Provides assistance to MOH and PACs in the development and/or review of provincial strategic planning, implementation, and coordination of resources. Reviews technical communication issues related to project implementation and provides feedback to technical leads to ensure a full understanding of activities supported through PEPFAR/CDC's cooperative agreements and other PEPFAR partners (10%)

Assists in developing and reviewing reports, abstracts and manuscripts to be published and/or presented at national and international HIV/AIDS prevention meetings. Serves as translator for technical materials and interpreter in meetings with key MOH/VAAC and other government offices upon requests. (10%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Masters Degree in social science, public health, or related field equivalent is required.

b. Prior Work Experience

Minimum of 3 years progressively responsible work in HIV/AIDS or other public health programs, including field experience in managing and coordinating community-based behavioural interventions targeting populations most vulnerable to HIV/AIDS, such as injection drug users (IDU), commercial sex workers (CSW) and men who have sex with men (MSM) and delivery of related training is required.

c. Post Entry Training

The incumbent is expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on PEPFAR and HHS/CDC established policies, procedures and regulations that govern specific activity management and procurement systems. Necessary post entry training will be provided on-site or at Regional or Atlanta based facilities

d. Language Proficiency: List both English and host country language(s) by level and specialization.

English, Level 4; Vietnamese, Level 5.

e. Knowledge

Incumbent has knowledge of HIV/AIDS prevention principles, community-based behavioral interventions, risk reduction approaches, program models and best practices in implementing HIV/AIDS prevention activities such as peer education/community outreach, substitution treatment, and condom use promotion; knowledge about marginalized/vulnerable populations such as IDU, CSW and MSM. Knowledge of the MOH structure and policy and the HIV/AIDS situation in Vietnam is required. Basic understanding about CDC's Global AIDS Program activities (including goal, objectives, principles, and priorities) is desirable.

f. Skills and Abilities

Ability to design and manage public health programs. Ability to develop appropriate protocols and detailed guidelines for monitoring and evaluating community-based behavioral interventions. Must possess excellent communication and writing skills, strong interpersonal skills, and problem-solving ability. Ability to develop effective working relationships with international, national, and provincial partners. Skill in data management and analysis.

16. POSITION ELEMENTS

a. Supervision Received

Receives general supervision from the Chief of the Vulnerable Populations Section in the form of assigned projects with medium-term goals and objectives. Incumbent is given substantial flexibility in completing assignments. Work is reviewed periodically for conformance to program goals, guidelines, policies, and progress in meeting specific project objectives.

b. Available Guidelines

Guidelines for ethical principles and procedures promulgated by national and international bodies must be understood and followed in the conduct of research methods. Guidelines promulgated by the U.S. Embassy must be followed. No explicit guidelines for the conduct of position duties and research studies are available.

c. Exercise of Judgment

Incumbent will exercise a high level of independent judgment in carrying out duties and job assignments and solving problems encountered.

d. Authority to Make Commitments

Limited to entering into discussions with collaborating institutions on potential research and other activities. Authority to commit financial, procurement, personnel or other resources to collaborating institutions or outside persons is granted to the incumbent on an ad hoc basis by the Director only after discussions and concurrence.

e. Nature, Level and Purpose of Contacts

Works with PEPFAR Vietnam senior staff and technical staff, CDC Atlanta staff and other international partners for coordination, providing recommendations, and exchange of ideas. Works with national, provincial, and local MOH staff, government departments, universities, hospitals, clinics, and NGOs to provide technical assistance for program planning, implementation, training, performance monitoring and other duties.

f. Supervision Exercised

Position does not have direct supervisory authority, however, must provide broad direction and oversight of project personnel and contractors.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Three months.